

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>CHILD CARE CENTERS POLICY & PROCEDURE MANUAL</p>	ISSUED 3/91	REVISED 1/16	CHAPTER 6	SECTION 6.2
CHAPTER Chapter 6. Requirements of Management – SO's	SUBJECT Sponsoring Organizations – Adds or Deletes			

If the sponsoring organization adds additional facilities during the fiscal year, the following information must be submitted for each new facility:

- Application for child care facility;
- Two weeks' menus for all meals or snacks claimed for reimbursement;
- Tax exempt letter if the facility is non-profit; and
- Title XX verification, Title XX contract with the Department of Social Services – Family Support Division (DSS-FSD), and a copy of the previous month's Title XX invoice submitted to FSD for payment, or free/reduced price verification, including the facility's enrollment roster with an estimation of the children eligible for free or reduced price meals. See sections 4.4 and 4.5 of the Policy and Procedures Manual for more information on Title XX and Free/reduced eligibility requirements.

If the sponsoring organization deletes a facility during the fiscal year, the following information must be submitted to CFNA:

- Written notice of effective closing date of the facility.
- Reason for deletion from SO; i.e. facility closing, going independent or transferring.
- Submission of last claim for reimbursement.